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| **Directions:** |
| **Person Submitting Request**  | **Date** |
| **Name of Council/Committee** |
| **Action Requested:** |  | Add |  | Delete |  | Change\* |
| **Change of Council or Committees:**Give a concise description of what the council or committee seeks to accomplish. |
| **Proposed Meeting Schedule:**  |
| **Committee Composition:**Identify individuals by position and not names*. (Example: Faculty representative from instructional division, Dean of Counseling, Classiﬁed Representative, etc.)* Identify Chair and/or Co-Chair by position and not name. |
| Would any other councils or committees be impacted by the formation, change, or rejection of this council or committee? If yes, what would be the impact? |
| **Additional Information:** |

*\*If change is requested, attach current structure and list proposed changes.* Rev.10.22.13/at